

Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF AGRICULTURE in the CSC website:

*MA. JOSEFINA S. ZANTUA*  
Sr. Human Resource Specialist

DA OCT-21-2024 02:12PM

JESSAMIN B. ARANAS  
HRMO

Date:

October 21, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	INTERNAL AUDITING ASSISTANT	OSEC-DAB-IAAS-7-2013	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/First Level Eligibility		Management Audit Division
2	SCIENCE RESEARCH SPECIALIST I	OSEC-DAB-SRAS1-15-2019	13	32870	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Food Development Center - Technology Development Division
3	SCIENCE RESEARCH SPECIALIST I	OSEC-DAB-SRAS1-13-2019	13	32870	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		Food Development Center - Industry Services Division
4	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB-DMO1-5-2021	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		NOAP-NPCO Advocacy and Policy Division
5	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-90-2014	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Food, Agriculture and Fisheries Policy Division
6	SENIOR FOREIGN AFFAIRS RESEARCH SPECIALIST	OSEC-DAB-SRFARS-47-2014	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		International Affairs Division
7	ACCOUNTANT III	OSEC-DAB-A3-13-1998	19	53873	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Accounting Division
8	ACCOUNTANT II	OSEC-DAB-A2-12-1998	16	41616	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Accounting Division
9	ADMINISTRATIVE ASSISTANT III	OSEC-DAB-ADAS3-9-2004	9	22219	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC No. 11, s. 1996 / Career Service (Sub-professional)/First Level Eligibility		Accounting Division
10	ADMINISTRATIVE OFFICER III	OSEC-DAB-ADOF3-13-2014	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Procurement Division
11	CHIEF ADMINISTRATIVE OFFICER	OSEC-DAB-CADOF-21-2004	24	94132	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility		Human Resource Development Division
12	MARKET SPECIALIST II	OSEC-DAB-MKTS2-19-2014	15	38413	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Agribusiness Industry Support Division

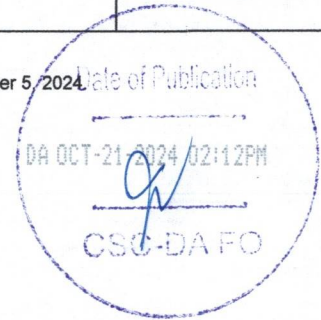
Date of Publication  
Accounting Division  
Procurement Division  
Human Resource Development Division

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13	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-113-2014	8	20534	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC No. 11, s. 1996 / Career Service (Sub-professional)/First Level Eligibility	Agribusiness Industry Support Division
14	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB-DMO1-169-2014	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Special Projects Coordination and Management Assistance Division
15	SUPERVISING AGRICULTURIST	OSEC-DAB-SVAG-71-2014	22	74836	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hours of relevant training	3 years of relevant experience	Relevant RA 1080	Field Programs Operational Planning Division
16	AGRICULTURIST II	OSEC-DAB-AG2-288-2014	15	38413	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Field Programs Operational Planning Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send their applications through this link: [tinyurl.com/2024darecruitmenttool](https://tinyurl.com/2024darecruitmenttool) not later than November 5, 2024. Date of Publication

1. Application letter indicating the position title, item number and Division name the applicant intends to apply for;
2. Updated (at least within the date of publication) Notarized or Sworn Personal Data Sheet (CSC Form 212 with passport size recent photo);
3. Work Experience Sheet (Attachment to CS Form 212)
4. Transcript of records or Certificate Complete Academic Units for Master's or Doctorate Degree Program, or Certificate of Units Taken for Unfinished Degrees/Courses
5. Certificate or Screen Capture of CSC Eligibility from Civil Service Eligibility Verification System (CSEVS) and/or PRC Certificate of Passing and Board Rating; and
6. Performance rating in the last rating period (if applicable) January 2024 - June 2024.



**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JESSAMIN B. ARANAS**

Chief, Personnel Division

[tinyurl.com/2024darecruitmenttool](https://tinyurl.com/2024darecruitmenttool)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**